

# Wisconsin Dept. of Revenue Electronic Real Estate Transfer Return - eRETR

Register of Deeds  
Adding recording information to the eRETR

# Wisconsin Dept. of Revenue's Real Estate Transfer Web Page

## <http://www.dor.state.wi.us/ust/retn.html>

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Search Revenue:

**Wisconsin  
Department of Revenue**

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### Real Estate Transfer

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the register of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

**Electronic Real Estate Transfer Return (eRETR) [Workshops](#)**



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#### Filers

<b>Online:</b> <ul style="list-style-type: none"><li>• <a href="#">Use eRETR</a> (electronic Real Estate Transfer Return) <b>Begin a new return or restore a saved file.</b></li><li>• <a href="#">eRETR Instructions</a></li><li>• <a href="#">View filed eRETR</a> (need Receipt No., Value &amp; Name)</li><li>• File <a href="#">amended</a> PE-500x for eRETR correction or refund of recorded documents   <a href="#">Instructions</a></li></ul>	<b>Paper:</b> <ul style="list-style-type: none"><li>• To obtain the paper Form PE-500 either:<ul style="list-style-type: none"><li>• call (608) 266-1961</li><li>• make a request <a href="#">online</a></li><li>• contact a <a href="#">Register of Deeds Office</a></li></ul></li><li>• <a href="#">Instructions</a> (PE-500a) for the paper Real Estate Transfer Return (06/05)</li><li>• File <a href="#">amended</a> PE-500x for Return correction or refund of recorded documents   <a href="#">Instructions</a></li></ul>
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#### Government

<b>Online:</b> <ul style="list-style-type: none"><li>• <a href="#">eRETR Government Officials web site</a> - to view or process eRETR</li><li>• <a href="#">Treasurer's Transmittal</a> Spreadsheet (Form P-520) (Excel format)</li><li>• <a href="#">Pay by EFT</a></li><li>• <a href="#">Register for EFT</a> payment method</li><li>• eRETR Register of Deeds <a href="#">Criteria</a> for a completed eRETR Receipt</li><li>• <a href="#">WVAMS</a> (Web Access Management System) information   <a href="#">Sign-up</a></li></ul>	<b>Paper:</b> <ul style="list-style-type: none"><li>• <a href="#">Form P-520</a> -- Treasurer's Transmittal (11/04)   <a href="#">Fill-In Form</a></li><li>• <a href="#">Pay by EFT</a></li><li>• <a href="#">Register for EFT</a> payment method</li><li>• <a href="#">Criteria</a> for a Completed Real Estate Transfer Return</li></ul>
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#### Resources

<ul style="list-style-type: none"><li>• eRETR <a href="#">Training/Help</a> -- How to for Filers and Governmental Officials</li><li>• Directly send and receive RETR data via <a href="#">eRETR Web Services</a></li><li>• eRETR <a href="#">Project</a></li><li>• <a href="#">Newsletters</a></li><li>• Summary of County Real Estate Transfer Returns Collections: <a href="#">2005</a>   <a href="#">2004</a>   <a href="#">2003</a>   <a href="#">2002</a>   <a href="#">2001</a>   <a href="#">2000</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Chapter 77</a>, Real Estate Transfer Statutes</li><li>• <a href="#">Tax 15, Wis. Adm. Code</a>: The Transfer Fee Administrative Tax Code</li><li>• <a href="#">County Register of Deeds</a> addresses, telephone numbers and other information</li><li>• Department of Commerce <a href="#">Rental Weatherization Program</a></li><li>• <a href="#">Department of Natural Resources</a> Forest Crop Law (FCL) and Managed Forest Law (MFL)</li></ul>
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Due to changes in the **free Adobe Reader**, you may need to **upgrade** to the [current version offered](#) to accurately view/print documents. [Need Help?](#)

**FOR MORE INFORMATION PLEASE CONTACT:**

WISCONSIN DEPARTMENT OF REVENUE  
Bureau of Property Tax  
Equalization Section  
P.O. Box 8971 MS 6-97  
Madison, WI 53708-8971  
Phone: (608) 266-2149  
Fax: (608) 264-6897  
[E-Mail Additional Questions](#)

Click here to  
record or view  
eRETR



Click here for  
instructions on  
using eRETR



4/25/06

# WAMS Log In

**Wisconsin  
Department of Revenue**

**Please log In**

User ID

Password

**WARNING:** This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties

Login

**1. Enter your user name**

**2. Enter your password**

**3. Login**

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[Forgot your password? Is your account locked ? click here](#)

[Request a Wisconsin User ID and Password.](#)

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# Welcome page (Home) for Register of Deeds

Click here to record eRETR →

Click any of these to view eRETR →

Electronic Real Estate Transfer Return

Department of Revenue

Home Help Quit

Welcome | Register of Deeds

The Regist

[Add recording information to an eRETR filing](#)

A Government Official with view privileges may:

[View returns by date recorded](#)

[View returns by document ID](#)

[View monthly returns](#)

Are you new to the site?

WELCOME!

This is the home page of the eRETR Government Officials Web Application.

If you are new to this application, click [here](#) and take a few minutes to read the welcome page. On this page, we hope you will find some useful tips that will make your time here more productive.

Wisconsin  
DOR

Version 2.022 - 03/17/2006  
Production Build

The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time.

# Retrieve a Return

1. Enter Receipt  
number from Receipt

2. Retrieve return for recording.

**Electronic Real Estate Transfer Return** **Department of Revenue**

Home Help Quit

**Receipt number**

*Receipt number:*

**Wisconsin DOR**

Version 2.022 - 03/17/2006  
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# Add recording information

## Electronic Real Estate Transfer Return

Department of Revenue

 [Search again](#) [Show full legal description](#) [Help](#) [Quit](#)

### Verify information


Receipt number:

Grantor: Criteria, LLC  
Grantee: ROD, LLC  
County name: Brown

Calendar may be used.



### Add recording information to an eRETR filing

Document number:   
Re-enter document number:   
Date recorded (in mm/dd/yyyy format):    
Volume/Jacket:   
Page/Image:

Add recording information

Cancel

[Grantors](#)  
[Grantees](#)  
[Parcels](#)  
[Fee computation](#)  
[Tax bill](#)

[Transfer and financing](#)  
[Physical description](#)  
[Agents and preparer](#)  
[Weatherization](#)  
[System information](#)

Return was filed on 09-09-2005 with receipt LXV6.  
Return has not been recorded by the county register of deeds.  
This return was filed electronically.

1. Verify Grantor / Grantee

2. Enter and re-enter document number

3. Enter date recorded

**VERIFY:** Once "Add recording information" is pressed, they **CAN NOT** be changed

4. After document number and date entered and VERIFIED, click Add recording information

# eRETR after Add recording information

## Electronic Real Estate Transfer Return

Department of Revenue

	<a href="#">Process another filing</a>	<a href="#">Download</a>	<a href="#">Show full legal description</a>	<a href="#">Help</a>	<a href="#">Quit</a>
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[Grantors](#)  
[Grantees](#)  
[Recording information](#)  
[Parcels](#)  
[Fee computation](#)

[Tax bill](#)  
[Transfer and financing](#)  
[Physical description](#)  
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[Weatherization](#)  
[System information](#)

This return was filed with receipt MXVA.  
 The transfer was recorded by the Brown County Register of Deeds on April 3, 2006.  
 This return was filed electronically.

### ^ Grantors

#### Criteria, LLC (Trust)

Address: 77 Rimrock, Madison, Wisconsin 53708  
 Phone number:  
 Email: rreppen@dor.state.wi.us  
 Relationship with some grantee is: None  
 Grantor type: Trust  
 Ownership interest transferred: Other (estate)  
 Grantor retains the right: Other (Estate pers. rep.)

### ^ Grantees

#### ROD, LLC (Corporation)

Address: 123 Rimrock, Madison, Wisconsin 53527  
 Phone number:  
 Email:  
 Grantee type: Corporation

### ^ Recording information

Document number: 12345  
 Date recorded: April 3, 2006  
 Volume/Jacket:  
 Page/Image:

### ^ Parcels

County: Brown  
 Property legal description: NW 1/4 of the SW1/2 Sec 1 and the NW 1/2 of the NW1/2 Sec 1  
 All of parcel **GB-123** in the TOWN OF GREEN BAY  
 Physical property address: **123 Bridge Street**  
 Section/Township/Baseline/Range/Meridian: S1 / T1N / R12E  
 Subdivision or condo/Lot or unit#/Block:  
 Primary residence of grantee: Yes  
 All of parcel **GB-321** in the TOWN OF GREEN BAY  
 Physical property address: **321 Main Street**  
 Section/Township/Baseline/Range/Meridian: S1 / T1N / R12E  
 Subdivision or condo/Lot or unit#/Block:  
 Primary residence of grantee: No

### ^ Fee computation

Total value of real estate transferred: \$100,000.00  
 Value subject to fee: \$100,000.00  
 Transfer fee due: \$300.00  
 Transfer fee exemption number:  
 Personal property value excluded from total value: \$0.00  
 Property value exempt from local property tax: \$0.00

### ^ Tax bill mailing address

Send tax bill to: ROD, LLC  
 123 Rimrock  
 Madison, Wisconsin 53527

Entire eRETR is shown below. Click on link if more detail review is desired.



Document number and date are now shown on the eRETR



4/25/06

## After Add recording information

### Electronic Real Estate Transfer Return

Department of Revenue

	<a href="#">Process another filing</a>	<a href="#">Download</a>	<a href="#">Show full legal description</a>	<a href="#">Help</a>	<a href="#">Quit</a>
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[Grantors](#)  
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### Electronic Real Estate Transfer Return

Department of Revenue

	<a href="#">Help</a>	<a href="#">Quit</a>
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Wisconsin  
**DOR**

Version 2.022 - 03/17/2006  
Production Build

The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time.

### Electronic Real Estate Transfer Return

Department of Revenue

	<a href="#">Help</a>	<a href="#">Quit</a>
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#### Receipt number

Receipt number:  [Retrieve](#)

Wisconsin  
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Version 2.022 - 03/17/2006  
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The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time.

Electronic Real Estate Transfer Return - Quit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://test.dor.state.wi.us/RETRWebApplication?FO=FO> Go Links

Electronic Real Estate Transfer Return

Department of Revenue

Wisconsin  
**DOR**

Version 1.004 - 7/27/2005

Go to Favorites to return to Real Estate Transfer



# Error Messages

Previous entered Receipt number. However, a document number may be used more than once.

A document number must be entered twice.

Receipt number was entered wrong

Another error message not shown is when you have a document belonging in another county.

The screenshot displays the 'Electronic Real Estate Transfer Return' interface for the 'Department of Revenue'. It features a header bar with the title and department name. Below the header is a navigation bar with three buttons: a home icon, 'Return to Record a return', and 'Quit'. The main content area shows three sequential error messages, each with its own set of navigation buttons. The first error message states 'This return was already recorded. Record a return failed.' The second error message states 'You must enter the same document number twice.' The third error message states 'No search results.' An arrow points from the 'Return to Record a return' button in the third error message to the explanatory text below.

Electronic Real Estate Transfer Return			Department of Revenue
	<a href="#">Return to Record a return</a>	<a href="#">Quit</a>	
<b>Record a return</b> This return was already recorded. Record a return failed.			
	<a href="#">Return to Record a return</a>	<a href="#">Quit</a>	
<b>Record a return</b> You must enter the same document number twice.			
	<a href="#">Return to Record a return</a>	<a href="#">Quit</a>	
<b>Record a return</b> No search results.			

For all error messages, click on "Return to Record a return" to enter another Receipt. This will take you back to the Record a Return page, enter Receipt number and then click on Retrieve.